

ADMINISTRATIVE POLICY
Fauquier County, Virginia

Policy Title: Cell Phone Procurement/Usage

Effective Date: 12/01/02

Supersedes Policy: N/A

I. PURPOSE

The purpose of this policy is to establish efficient and standard procedures with respect to:

- Use of County owned and personal cellular telephones used for County business for which reimbursement will be requested,
- Departmental and employee responsibility for cellular telephones, and
- Management and control of costs of cellular telephone acquisition and services.

II. SCOPE

This policy applies to all employees. In the event it is the Department Head/Constitutional Officer requesting a cellular telephone, review/approval responsibilities assigned in this policy to the Department Head/Constitutional Officer will be assigned to the Department Head/Constitutional Officer supervisor or liaison on the Senior Management Team.

III. PROCEDURES

A. Issuance Standards

Department Heads/Constitutional Officers are responsible for conducting a needs assessment prior to authorizing the acquisition of a cellular telephone and service. Cellular telephones shall be issued to individual employees and only after determining the:

1. Business need for cellular communication of the department and employee,
2. the amount of time the employee spends away from the customary work site,
3. the need for immediate contact with the employee,
4. benefits of cellular telephones versus the comparative cost of alternative and less expensive means of communication, and
5. public safety needs and employee safety issues.

Department Heads/Constitutional Officers are further responsible for periodically reviewing employees' cellular telephone usage patterns. In the event cellular telephones no longer meet demonstrated business requirements, are unused, or no longer "fit" the subscribed service plan, the Department Head/Constitutional Officer shall work with the Procurement Office to ensure the cancellation, reassignment, or adjustment of the cellular telephone services.

B. Acquisition Standards

After determining and approving the business need for a cellular telephone, the Department Head/Constitutional Officer shall complete and submit a request for acquisition of equipment and service to the Procurement Office. The request shall include at a minimum:

1. The name and position of the employee for whom the cellular telephone is being requested and assigned,
2. completed Needs Assessment Form
3. the department's budget account to charge for the equipment and service.

Cellular telephone equipment and service shall be acquired in accordance with standard County procurement procedures. All approved requests for cellular telephone equipment and service shall be filled only from the list of vendors' equipment and services promulgated by the Procurement Office. The Procurement Office shall work with the requesting department in determining the appropriate equipment and level of service based on demonstrated business need. The Procurement Office is responsible for ordering the requested equipment and service and for maintaining an inventory of all County cellular telephones.

C. Usage Standards

1. A County issued cellular telephone shall be used for appropriate business purposes when a safe, convenient and less costly alternative is not available. Only County staff and other authorized persons conducting County business may use County cellular telephones. Use of cellular telephones that hinders productivity, interferes with County use or is excessive is prohibited.
2. Personal use of a County cellular telephone is prohibited, except in cases of personal emergency or when extended work hours,

unexpected travel or other unanticipated changes in job-related circumstances require the employee to contact family members, teachers, doctors, daycare centers or others affected by the change.

3. An employee is eligible for reimbursement in the event that the employee uses a non-County cellular telephone for County business where no other option was available and the call was urgent and necessary. After approval by the Department Head/Constitutional Officer, reimbursement will be made for applicable air time.
4. Employees are responsible for taking proper care of cellular telephones and reasonable precautions against damage, loss or theft. Loss of cellular telephones should be reported to the Department Head/Constitutional Officer and Procurement immediately. Losses attributable to negligence shall be replaced by the employee.
5. Employees are prohibited from using cellular telephones while operating a motor vehicle.
6. Discussions of confidential information over a cellular telephone should be avoided.
7. Use of a County cellular telephone for personal commercial purposes is forbidden.

Departments may adopt more restrictive policies with respect to usage as their operations and circumstances warrant.

D. Compliance

Procurement shall provide monthly cellular telephone invoices detailing calls to Department Heads/Constitutional Officers. It is the responsibility of the Department Heads/Constitutional Officers to forward the original, appropriate invoice to the individual employee assigned a County cellular telephone prior to payment by the County. The employee shall review the bill for accuracy and identify any personal calls reported on the invoice. The employee shall further:

- Sign and date the invoice,
- indicate (highlight) all personal calls (if any) recorded on the invoice,
- provide reimbursement to the county for emergency personal calls, as defined in section III.C.2 above

- provide a written certification on the invoice that all personal calls were in accordance with section III.C.2 above, and reimbursement has been made to the County
- return the invoice and any payment for personal calls to the Department Head/Constitutional Officer for payment by the County.

The Department Head/Constitutional Officer shall review all invoices returned for compliance with the above and for the purpose of identifying any equipment purchases, unexplained calls made on unusual days or at unusual times, repetitive calls, calls of long duration, long distance calls or calls incurring roaming charges.

In the event that individual employees are found to have engaged in prohibited uses or have abused permissible uses, the County reserves the right to recover applicable costs, revoke cellular telephone privileges and to impose disciplinary action.

Attachment: Needs Assessment Form